




## MASTER FILE

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DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #J-1

MEMORANDUM FOR Michael J. Longini  
Chief, Decennial Systems and Contracts Management Office

From: Howard Hogan   
Chief, Decennial Statistical Studies Division

Subject: Request for Information about Language Assistance Guides

In Census 1990, Language Assistance Guides (LAGs) were provided to respondents who needed help with language in order to complete their questionnaires. The guides consisted of a translation of the questions that appeared on the long form questionnaires, with no formatting to make it clear which translated question on the LAG corresponded to which question on the questionnaire. For Census 2000, the LAGs have been formatted so that they resemble the questionnaires. The similarity in appearance to a questionnaire could prompt a respondent to use the LAG for their census response despite the precautions taken to prevent this, such as the shaded response areas, the red "information" watermark running diagonally on each page and the difference in color from the census questionnaires.

In order to determine how the new layout affects response rates, it must be determined how many LAGs are filled out as forms and mailed in. It is also important to know this information for each language. At this time no procedures have been developed to handle LAGs that are received at the Data Capture Centers (DCCs).

LAGs that are returned to the DCCs follow different paths depending on whether they are returned in a non-census or a census envelope. Since the non-census envelopes are separated from census envelopes at the Mail Receipt and Prep station, some LAGs would be removed from the normal flow at this stage. The census envelopes will be sent to the Sorter Check-In station, where the rest of the LAGs should fall out of the normal flow. We request that DSCMO provide procedures for handling LAGs, returned as forms, that would facilitate a tallying of them. Because of the different paths that can be taken by a LAG, procedures that are developed must take into account all of the different paths of the LAGs, so that an accurate tally can be made. Please contact Nathan Carter at x8290 if there are any questions.

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